

4.7 Instant Record Analysis (Established 1987)

The Instant Record Analysis System is to be used as a management tool. The System will provide an up-to-date overview of an employee's personnel record.

The personnel officer is able to access instant record analysis information via a "Menu" screen that defines eleven systems. The Instant Record Analysis is the sixth selection.

The Instant Record Analysis has a security control system to provide secure on-line access to personnel information. The security file consists of records containing terminal ID, User ID and passwords and organizational code.

There are three screen formats. The first is the "Record" screen. It displays basic employee information such as name, social security number, cabinet, department, title code, grade, current salary, minimum, midpoint and maximum salary for the grade and pay type, leave balances and average salary comparison based on months of service.

The second screen format is the "Title" screen. This screen displays an annualized increase percent for the last five years and the effect of 5%, 10% or 15% salary increase and a summary of title codes.

The third screen is the "Actions" screen. It displays a summary of P-1 actions that appear on the Electronic P-1 File.

The Instant Record System is strictly an inquiry system. The information cannot be altered.

Instant Record Analysis Assumptions

Record Screen:

Continuous months in current agency: This information will only date back as far as the Electronic P-1 File, from January 1983.

Months Service for Annual Leave: This information is from the Payroll File and is up-to-date.

Min-Mid-Max: This information is from the Salary File and will not be displayed for flat rates.

Employee Leave Balances: This information is from the Payroll Master File and is as of last payroll processed.

Average Salary Per Months Service: This file is created twice a month from the Payroll Master File. Class code 0104 was omitted from the file if the employee made over \$50.00 an hour.

Title Screen:

Average Annualized Increase for Latest 5 Years: The program reads the last P-1 for an employee to find the present salary and salary indicator (H or S). The program reads the first P-1 for the employee and checks the effective date. If it is within the five year period from current date, the salary and salary indicator are used as beginning salary and salary indicator, otherwise the next record is read. If the

beginning salary indicator does not conform to the ending salary indicator, then the beginning salary is converted to conform.

If a lump sum record is the first or last P-1, they are omitted, because the average salary would be too high.

This percent may seem a little high because there may not always be exactly five years.

With a Pay Increase of 5%, 10%, 15%: If the employee is hourly, the money is rounded to the nearest tenth of a cent. If the employee is salaried, the increase is computed. If the cents are greater than zero, the increase is rounded to the next dollar.

Title Code Summary: This is just a summary. Nature of action codes have not been used. The only check made was for a change in the class code.

Instant Record Analysis On-Line Characteristics

The following are characteristics of functions of information contained in the Instant Record Analysis System.

1. Program Function Keys (PF Keys). The Program Function (PF) Keys are referenced throughout this manual. They are used to express an explicit action to the computer. You will see them referenced in the following form: PF10=Menu.
 - Keyboards with PF1 through PF12 keys: Hold down the "ALT" key, then press the appropriate PF key to initiate the desired task.
 - Keyboards with PF13 through PF24 keys: Although the documentation refers to PF keys 1 through 12, most functions are interchangeable.

PF1 and PF13= Record Screen
PF2 and PF14= Title Screen
PF3 and PF15= Action Screen
PF5 and PF17= New SSN
PF7 and PF19= Scroll Backward
PF10 and PF22= Menu
Clear= Back to CICS
Enter= Forward

Record Screen

The Record Screen is strictly for inquiry only. Entry to the Title and Action Screens is only through this program.

The screen will display information from the Electronic P-1 File, Payroll Master File, Salary File, Title File and an Average Salary File. The Average Salary File was created from the payroll master by computing average salary based on the class code, number of employees, months of service and their salary. Contiguous years in current agency is computed from the current date and oldest P-1 within agency.

PF Keys available:

Clear= End
 PF2= Title Screen
 PF3= Action Screen
 PF5= New SSN No.
 PF10= Menu

RECORD	INSTANT RECORD ANALYSIS	PE08 PEP1SB5
NAME _____	SSN: 0 _____	
POS NO: _____	TITLE: _____	
RATE/SALARY: _____	GRADE: _____	
CONTINUOUS MOS.....CURRENT DEPT: _____		
CONTINUOUS MOS...CURRENT CABINET: _____		
MONTHS SERVICE FOR SICK LEAVE: _____		
MONTHS SERVICE FOR ANNUAL LEAVE: _____	INCREMENT DATE: _____	
MIN: _____ MID: _____ MAX: _____		

EMPLOYEE	DEPT TOTALS FOR CLASS CODE: _____	
LEAVE BALANCES	AVG. SALARY	YEARS SERVICE NO. EMPLOYEES
	_____	0 - 5 _____
ANNUAL _____	_____	5 - 10 _____
SICK _____	_____	10+ _____
COMP _____		

	STATEWIDE TOTALS FOR CLASS CODE: _____	
	_____	0 - 5 _____
	_____	5 - 10 _____
	_____	10+ _____

CLEAR=END PF2=TITLES PF3=ACTIONS PF5=NEW SSN NO. PF10=MENU

Title Screen

This screen will display a salary increase of 5%, 10% or 15% for the employee. The Title Screen also displays a summarization of title codes by which the employee has been classified. There may be additional screens for the Title Code Summary.

PF Keys available:

Clear= End	PF5= New SSN
PF1= Record Screen	PF7= Scroll Back
PF2= Title Screen	PF10= Menu
PF3= Action Screen	Enter= Scroll Forward

TITLES	PE08	PEP1SB6
SSN: _____	NAME: _____	_____

AVERAGE ANNUALIZED INCREASE FOR LATEST 5 YEARS: _____ %

WITH A PAY	OR \$/MO	FOR A NEW	THE NEW ANNUALIZED
INCREASE OF:	OF:	SALARY OF:	AVERAGE WOULD BE:
5%	_____	_____	_____ %
10%	_____	_____	_____ %
15%	_____	_____	_____ %

TITLE CODE SUMMARY

CODE	TITLE	FROM	TO	YEARS	PART/FULL	STATUS
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

CLEAR=END PF1=RECORD PF3=ACTION PF5=NEW SSN PF7=SCBACK PF10=MENU ENTER=FORWARD

TITLES (CONTINUED)				PE08		PEP1SB7
SSN: _____		NAME: _____		_____		_____
CODE	TITLE	FROM	TO	YEARS	PART/FULL	STATUS

MSG: END OF BROWSE
CLEAR=END PF1=RECORD PF3=ACTION PF5=NEW SSN PF7=SCBACK PF10=MENU ENTER=FORWARD

Action Screen

The Action Screen displays all actions that appear on the Electronic P-1 File by date.

PF Keys available:

Clear= End
 PF1= Record Screen
 PF2= Title Screen
 PF3= Action Screen
 PF5= New SSN
 PF7= Scroll Back
 PF10= Menu
 Enter= Scroll Forward

ACTIONS			PE08	PEP1SB6
SSN: _____		NAME: _____		

ACTIONS RECORDED FOR THIS EMPLOYEE IN THE ELECTRONIC P-1 FILE THUS FAR

DATE	ACTIONS	DESCRIPTION	SALARY
010194	G13	INCREMENT	2271.360
010193	M31	INC DATE	2205.200
072892	M33	HOME ADDR	2205.200
010192	G13	INCREMENT	2205.200
090191	G51	SALARY CHG	2100.180
010191	G13	INCREMENT	2058.500
121690	C32	GRADE CHG	1960.460
090190	G51	SALARY CHG	1960.460
061890	G53	OMI	1877.120
010190	G13	INCREMENT	1787.720
121889	G51	SALARY CHG	1702.580
080789	M33	HOME ADDR	1621.500
010189	G13	INCREMENT	1621.500
010188	G13	INCREMENT	1589.700
010187	G13	INCREMENT	1514.000

CLEAR=END PF1=RECORD PF2=TITLE PF5=NEW SSN PF7=SCBACK PF10=MENU ENTER=FORWARD
